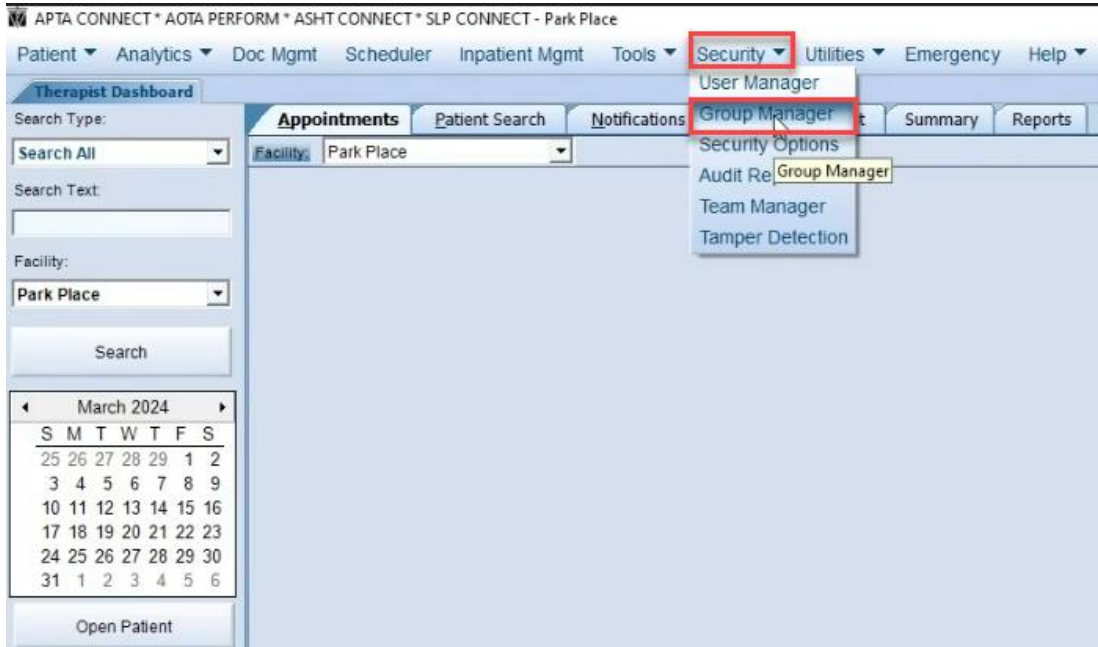


How to Enable Surveys

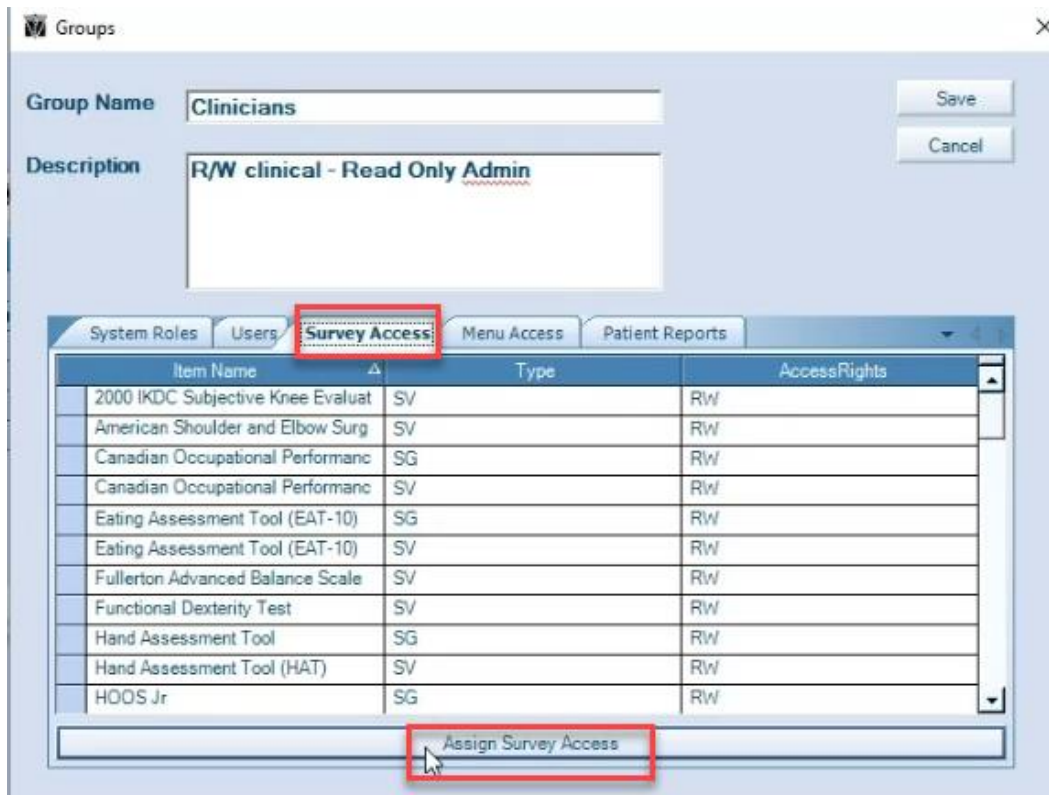
An Administrator will navigate to the [Security](#) tab and select [Group Manager](#) to enable a survey.



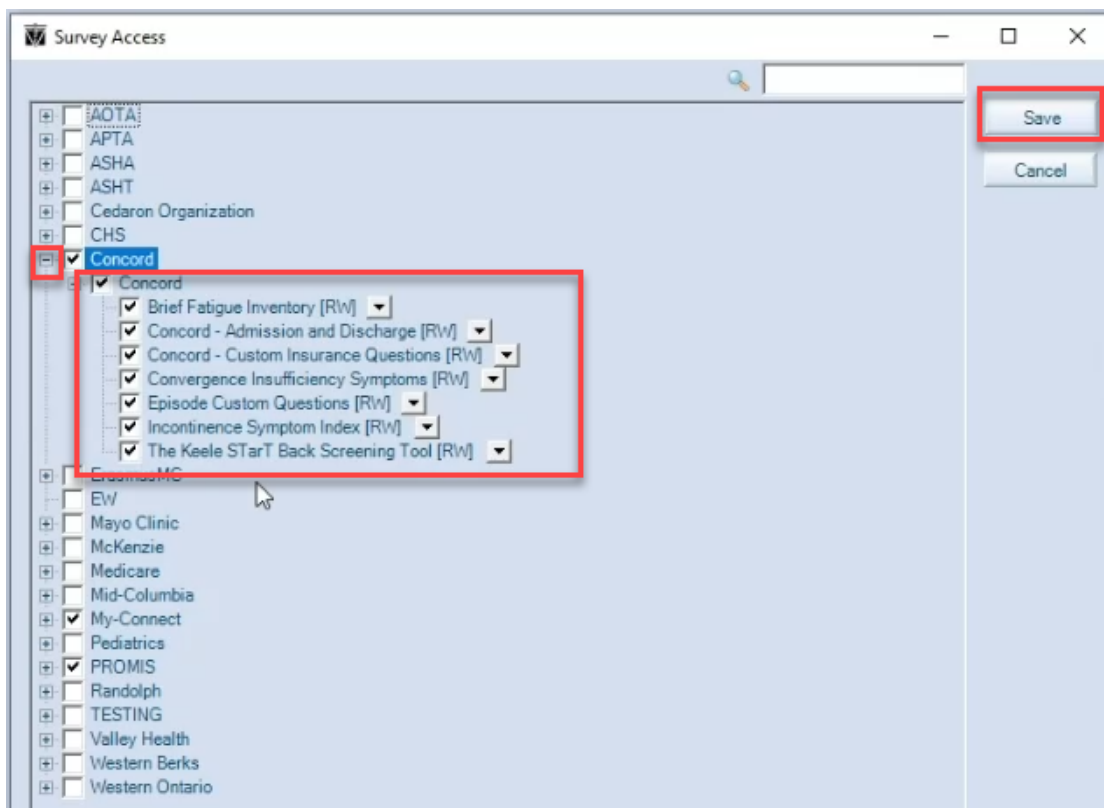
Select the group to which you would like access to the survey. In the example below, [Clinicians](#) were selected.



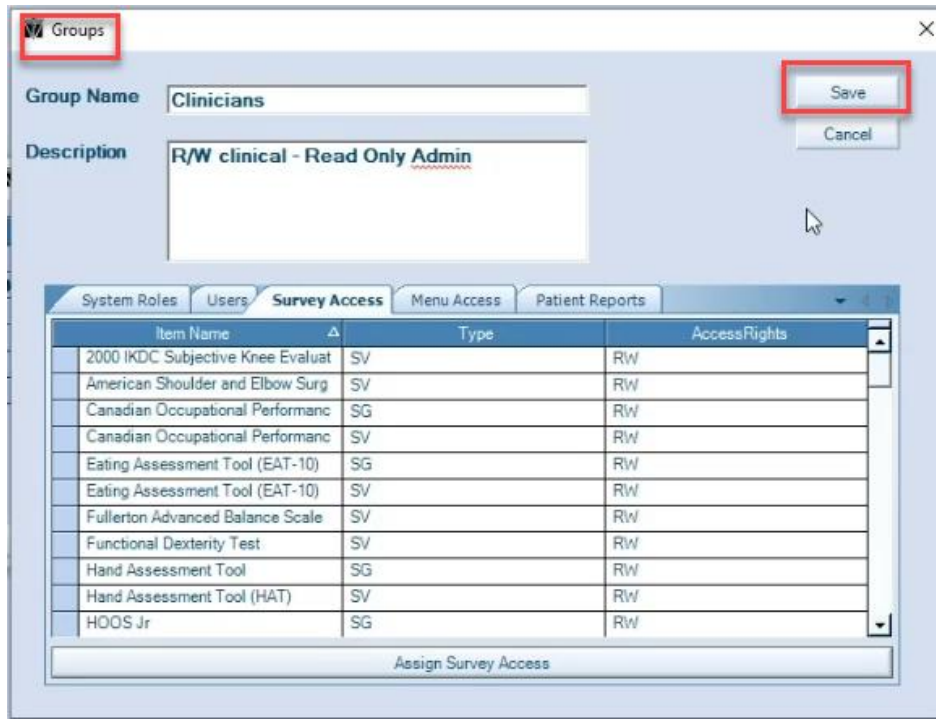
Once you have chosen the desired group, select [Survey Access](#) and [Assign Survey Access](#).



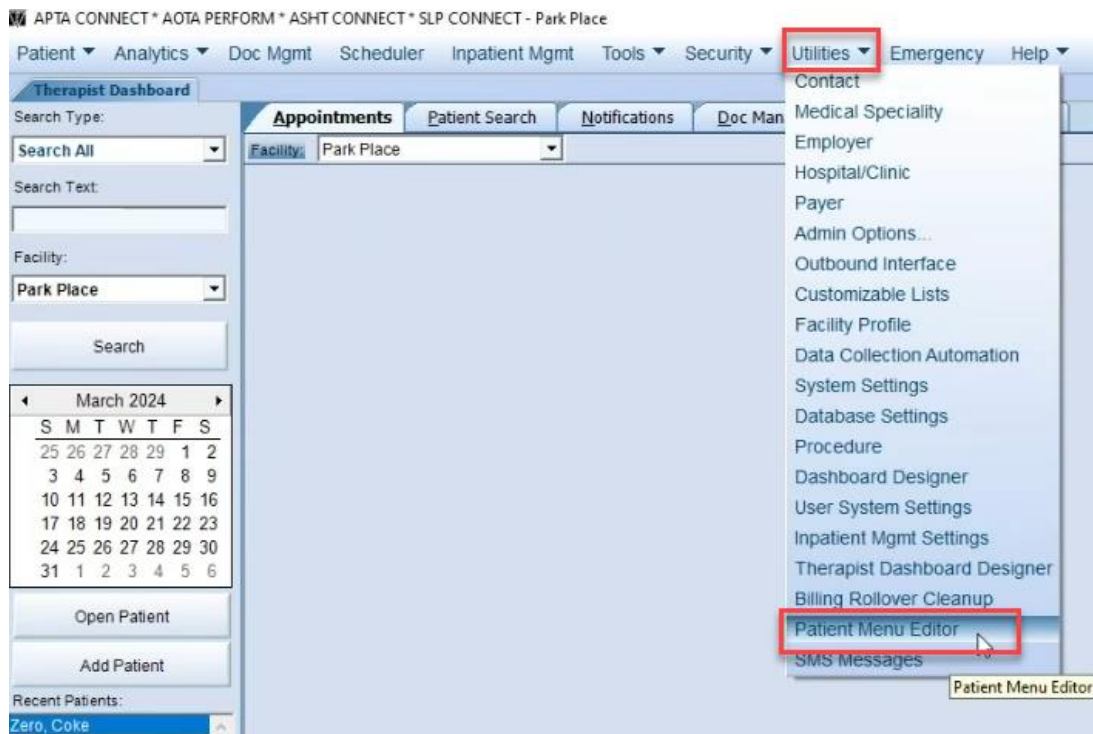
This will bring up the Survey Access prompt. Here, you can select the survey you would like to enable. The example below shows that [Concord](#) is checked, enabling all surveys under Concord. When you're done, be sure to select [Save](#).



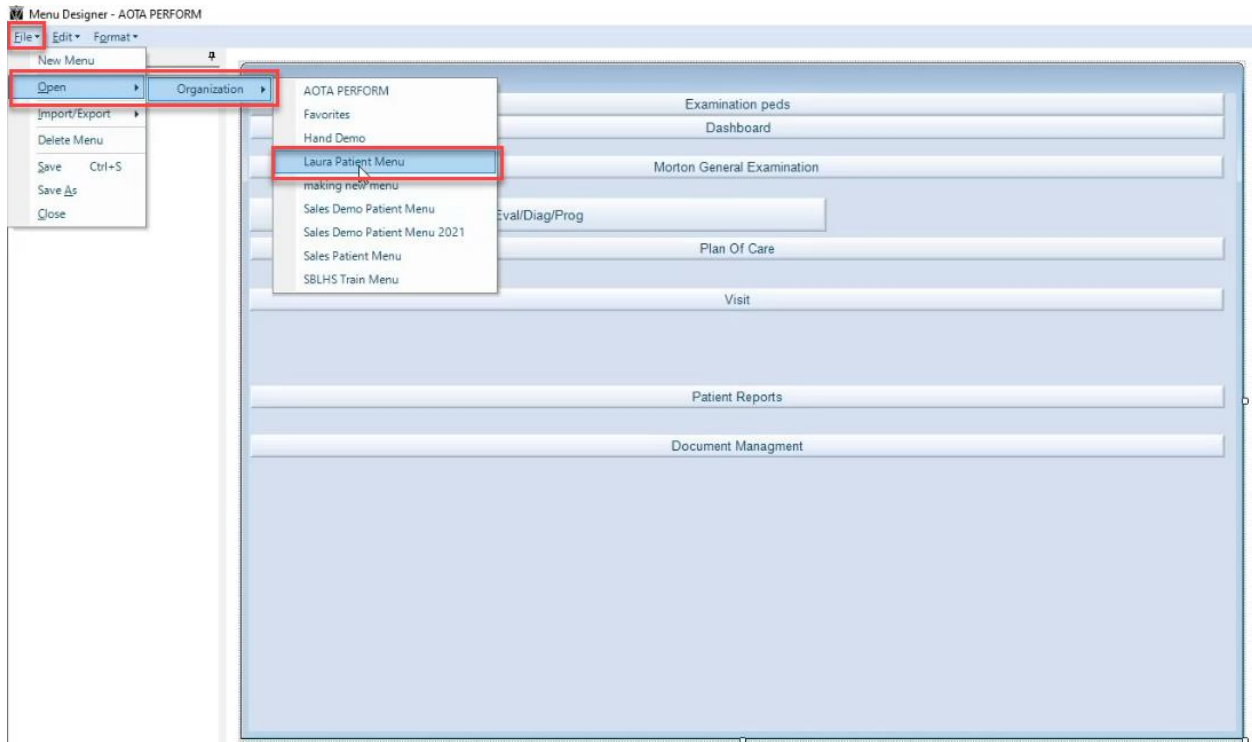
After selecting [Save](#), your chosen group will have access to the selected survey(s). Select [Save](#) again on the [Groups](#) window.



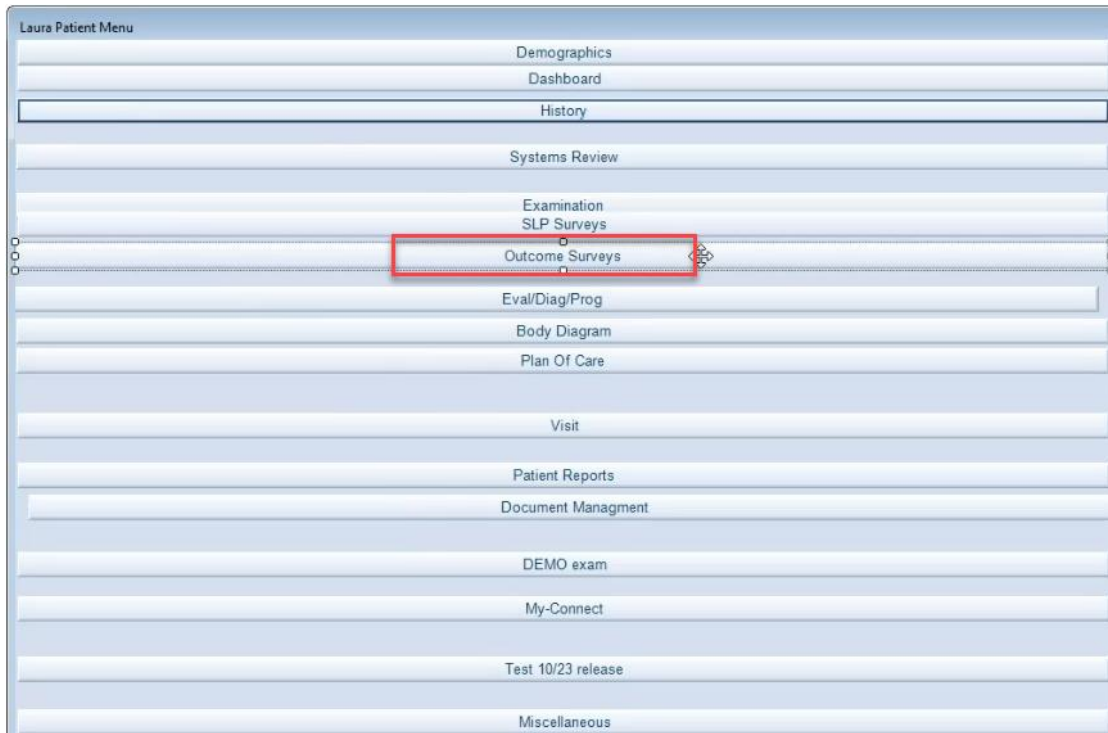
To see the survey on the patient menu, navigate to the [Utilities](#) tab and select [Patient Menu Editor](#).



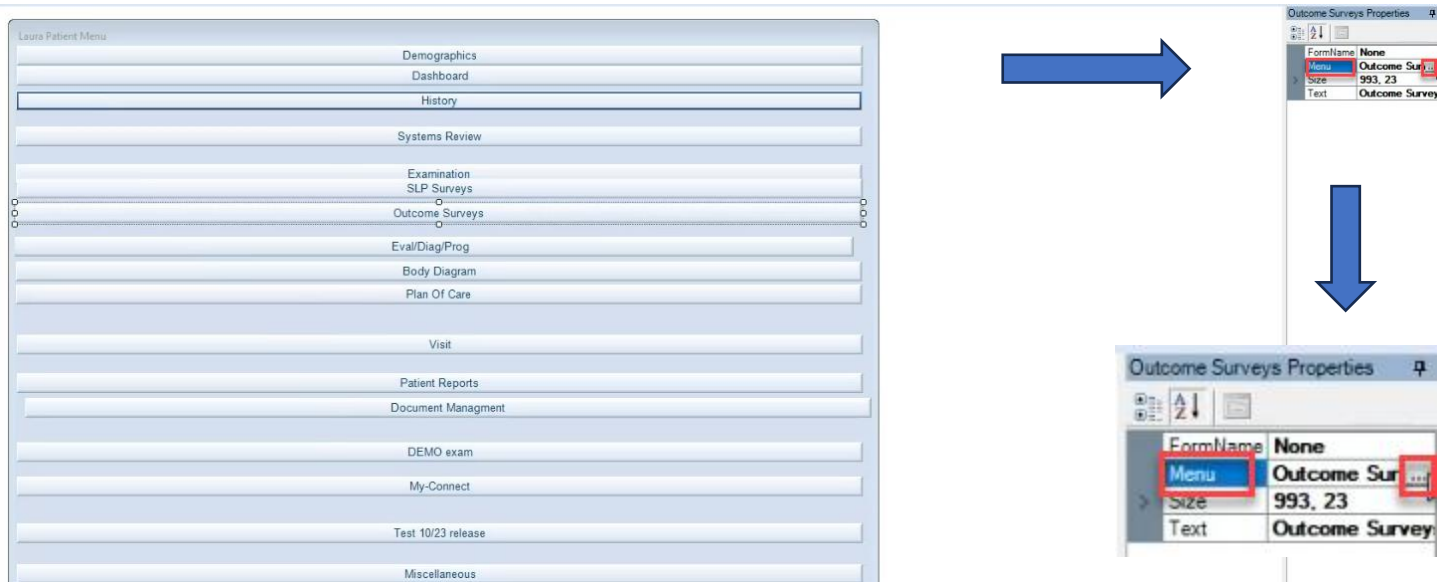
Then, select the specific dashboard you use by navigating to **File** → **Open** → **Organization** → and selecting the **Dashboard**. In the example below, **Laura Patient Menu** is selected.



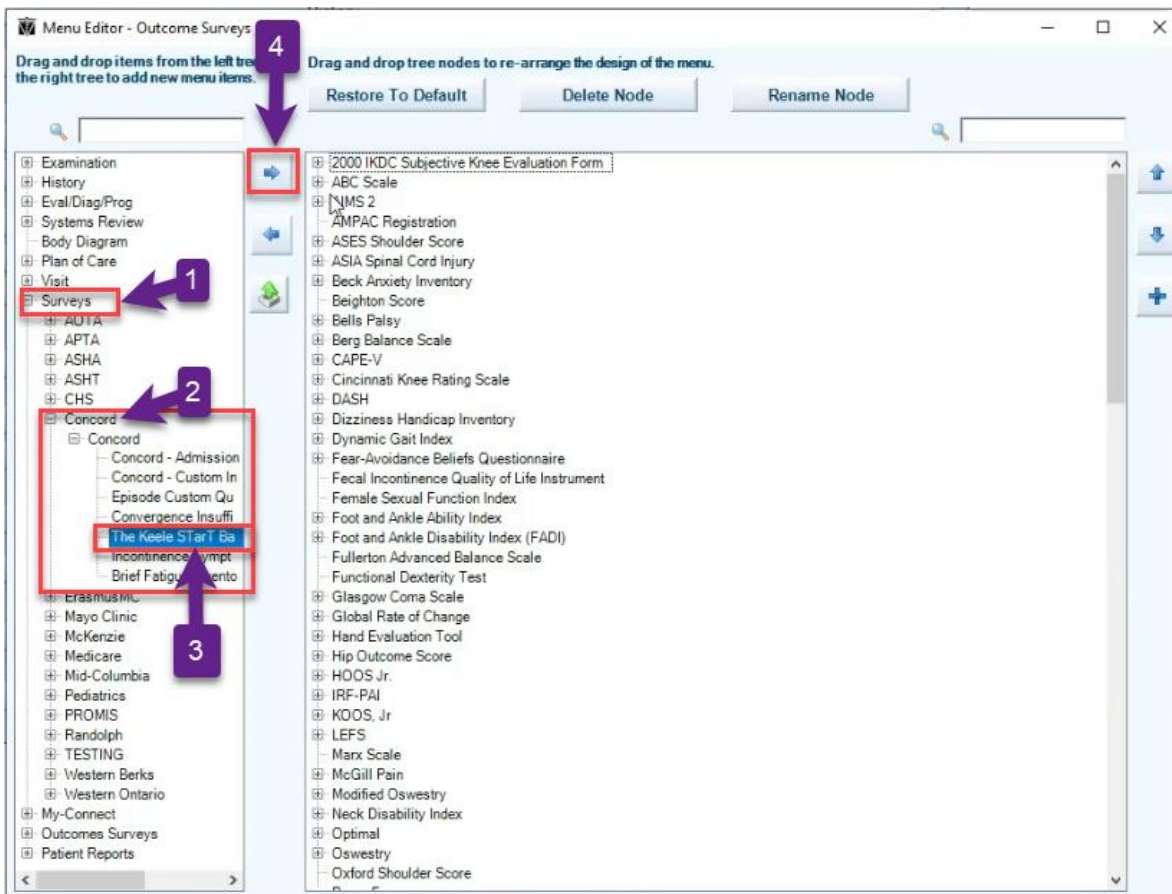
You will then update the **Outcome Surveys** button. (Every organization may hold the Outcome Surveys in a different location)



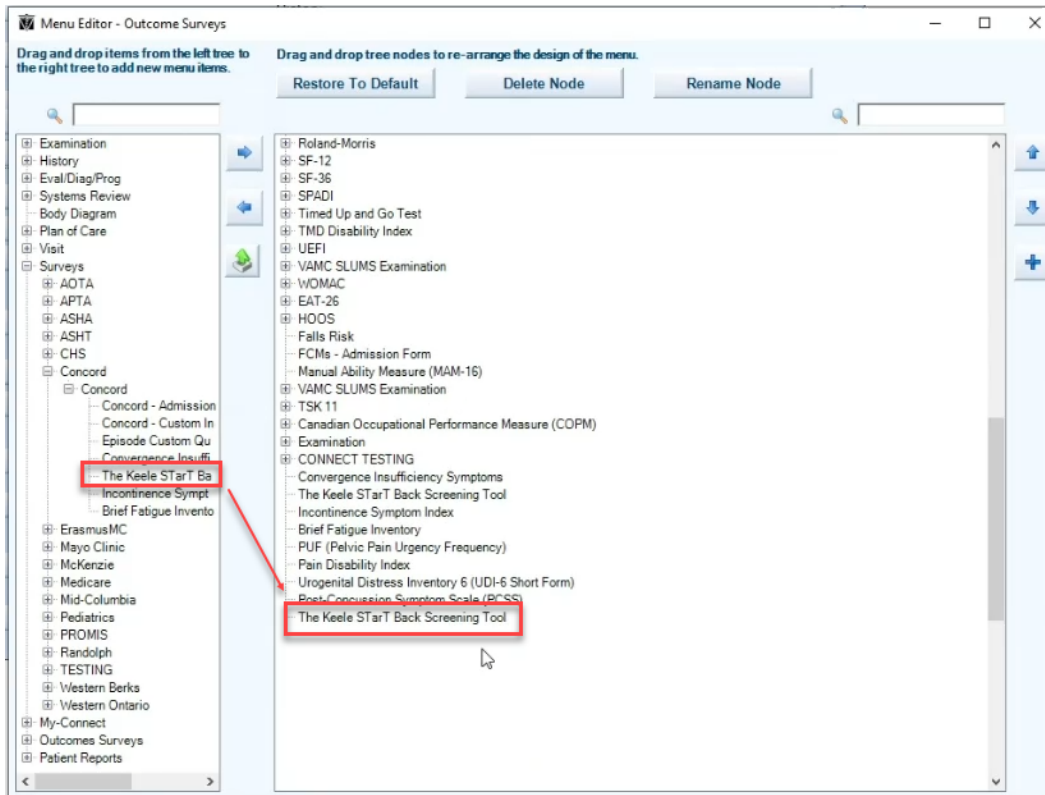
Once the Outcome Surveys have been selected, you can select **Menu** and the **ellipses (...)** next to Menu.



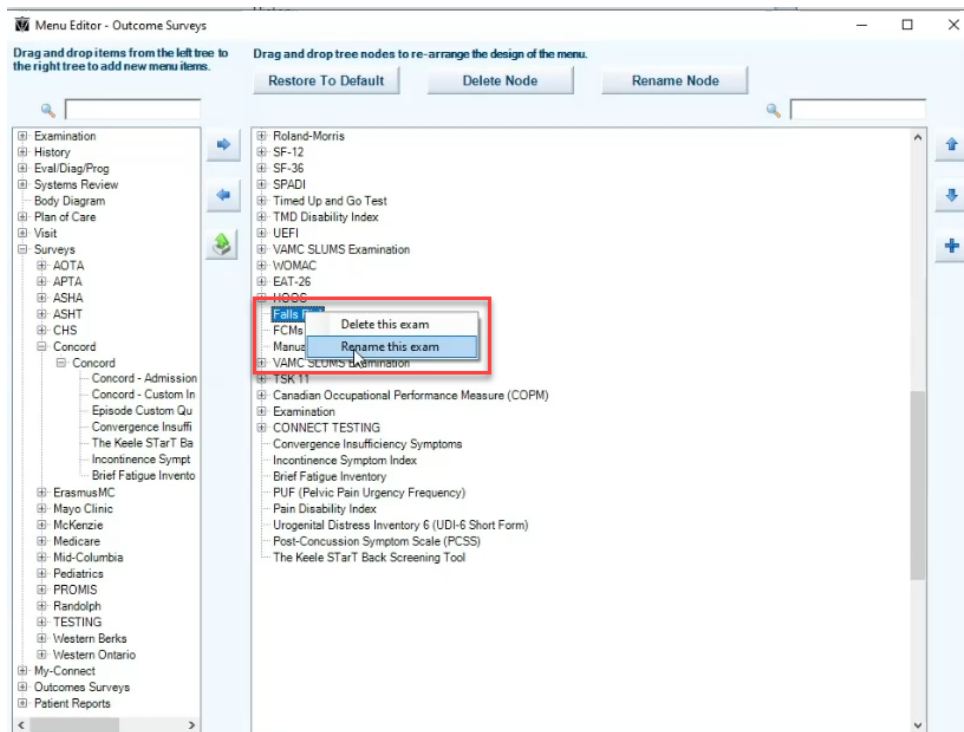
After your surveys finish loading, select **Surveys** from the left menu and find the survey you want to add. The example below shows **Concord** expanded, and the **The Keele STarT Back Screening Tool** survey is highlighted in blue. Use the **arrow pointing to the right** to move this survey over to your existing surveys.



After you have moved the desired survey(s) over, they will appear at the bottom of your existing surveys.

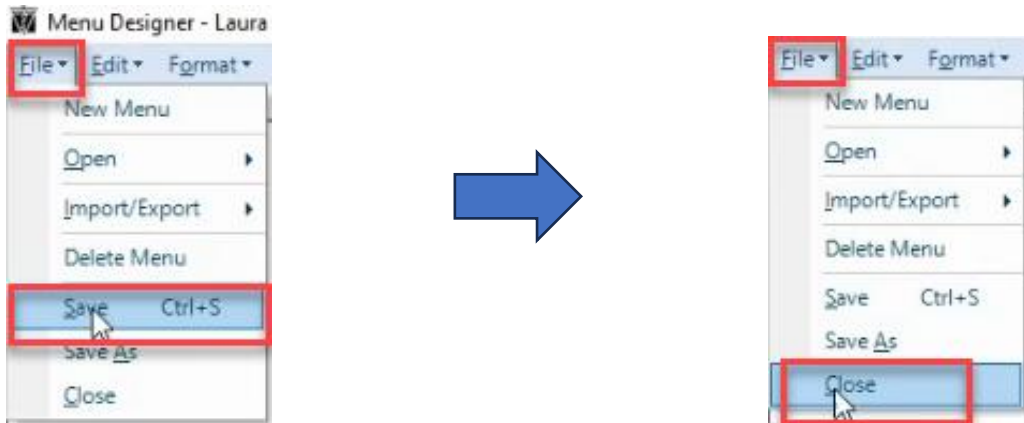


You can also delete or rename a survey by right-clicking the name and selecting [Delete](#) or [Rename this exam](#). If you choose to rename a survey, it will be updated on the patient menu.

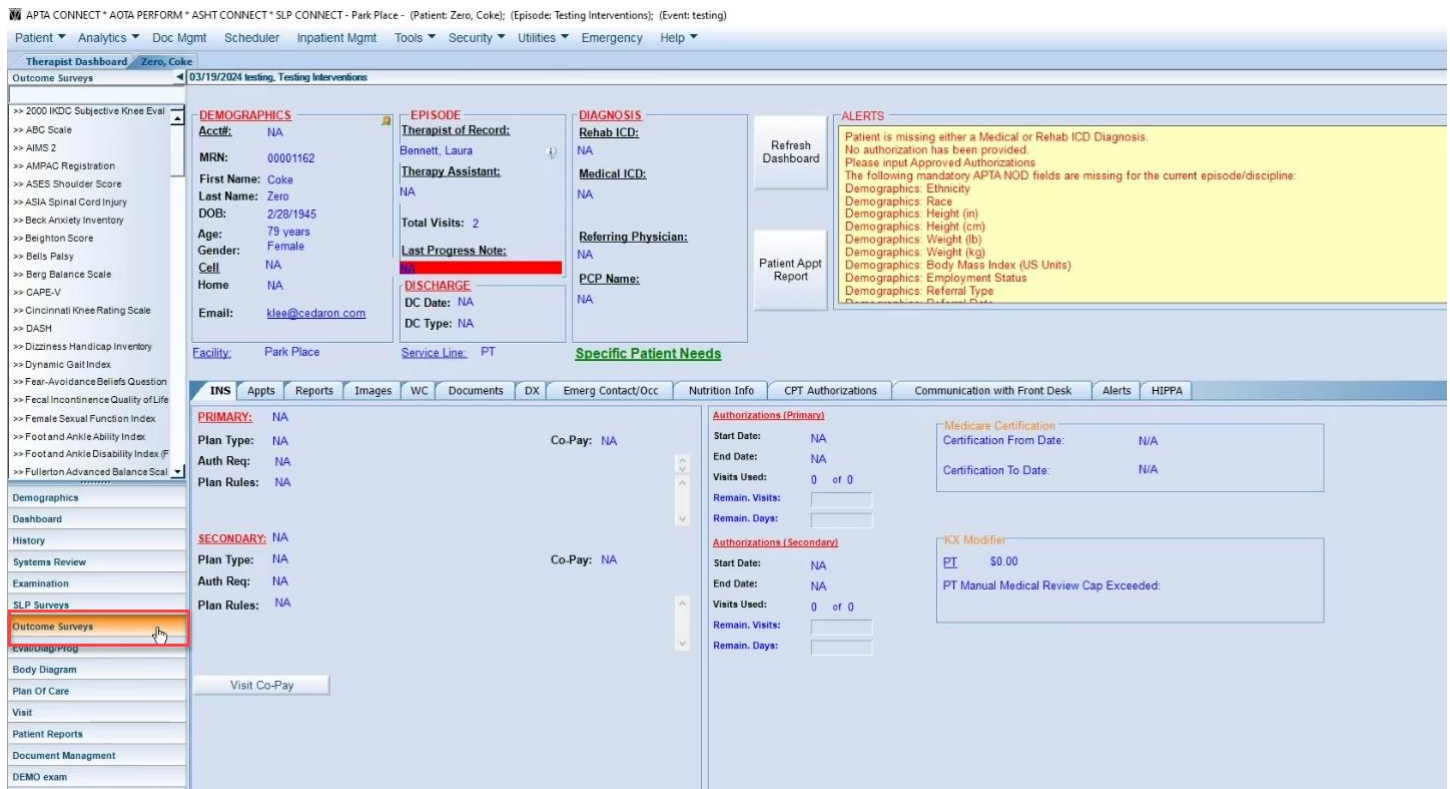


Once you are done with the patient menu editor, close the Menu Editor—Outcome Surveys box.

Select File → Save and then File → Close.



The patient menu will then be updated.



You can find your updated/renamed surveys in the search bar.

The screenshot shows the Cedaron Therapist Dashboard interface. At the top, there is a navigation bar with 'Therapist Dashboard' and 'Zero, Coke'. Below this, a search bar contains the text 'fal', and a dropdown menu is open, showing 'Falls Risk for Adults' selected. The main content area displays a survey titled 'Falls Risk' with two questions: 'Did the patient fall in the past year?' and 'Do you wish to document the details in the patient record?'. Below the questions are three buttons: 'Previous Survey', 'Nav Bar', and 'Next Survey'. On the left side, there is a vertical menu with various options: Demographics, Dashboard, History, Systems Review, Examination, SLP Surveys, Outcome Surveys (highlighted), Eval/Diag Prog, Body Diagram, Plan Of Care, Visit, and Patient Reports.

Please be aware that you must have [Administrator Permissions](#) to enable/give access to Surveys. If you need assistance with this, please get in touch with customer support at support@cedaron.com or 1-800-424-1007.